

15 Nov 1961

MEMORANDUM FOR Director of Logistics

25X1A9A

ATTN: [REDACTED]

I-C-48 Qtrs 1

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SUBJECT: Helicopter requirements

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1. This memo confirms telephone conversation Mr. [REDACTED] O/DD/I, with [REDACTED] this date:

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2. We list under two heads, (a) courier service, and (b), other trips.

3. A regularly scheduled service of one trip per day to the pentagon, one trip to AEC, and five trips to some point central to State Department and CIA installations remaining in town would be of great advantage to OCI's courier service, saving an estimated eight man-hours per day in delivery times and assuring service during the presently unpredictable morning and evening rush hours. OCI has worked out a suggested schedule for these trips, obtainable if desired from [REDACTED] Administrative Staff, ext. [REDACTED] 25X1A9A

4. Estimates for trips other than courier service might be reduced, where the helicopter is of marginal advantage, by better shuttle-bus service, greater availability of Agency cars, more generous provision for recompense for use of personal cars, and/or elimination of the rush-hour traffic tie-up that now places the headquarters practically out of physical communication Maryland and the District for two hours each day. Estimates are:

State Department,	50 trips per week
Pentagon	30
NSA	30
[REDACTED]	20
CIA town units	20
White House	8
(6 of these are daily OCI morning trip)	
Army Map Service	10
AEC	5

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Suggestings from Offices involving only sporadic trips to more distant points have been omitted, e.g.: [REDACTED] Ft. McNair, Army War College (Carlisle, Pa). 25X1A6A

For the DD/I

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